

Addendum to:

**REQUEST FOR PROPOSALS (RFP)
TO ADMINISTER WISCONSIN WORKS (W-2)
AND RELATED PROGRAMS**

State of Wisconsin
Department of Workforce Development
RPF # DWD1983-KA

RFP ADDENDUM NO. 2

Date of this Addendum: June 17, 2003

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GENERAL COMMENTS

This Addendum revises the following parts of the RFP: Part One, Section 5.2, Proposal Scoring; Part One Section 5.4 Evaluation Criteria; Part Two, Section 1.19 Cost Proposal and the Cost Proposal form. Revisions are shown with strike-through and Italics. These revisions are made because a corrected allocations chart will not be issued as stated at the Proposer's Conference. The application of methodology contained an error, as previously stated. In addition, child care/food stamp and child care/medical assistance cases were not included in the child care caseload numbers. In consideration of these facts and the pending status of the state budget, the Department will not award points for the Cost Proposal.

1. SECTION 5.2 IS AMENDED TO READ AS FOLLOWS:

5.2 Proposal Scoring

Proposals will be reviewed by evaluation committees and scored against the stated criteria. A proposer may not contact any member of an evaluation committee except at the State's direction. The committee may review references, request interviews, and/or conduct on-site visits and use the results in scoring the proposals. Each proposal will be scored.

The evaluation committee's scoring will be tabulated and the proposals ranked for each geographic area based on the numerical scores received. ~~Costs from Form 2, line (g) of this RFP will be scored with the lowest cost proposal given the highest score for the geographic area. The following formula will be used:~~

~~——(Lowest bid (constant)/Bid being scored) x 200 points = Cost score~~

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~~Calculation of points awarded to subsequent proposals will use the lowest dollar amount bid for the geographic area being scored as a constant numerator and the dollar amount of the proposal being scored as the denominator. (This result will always be less than one.) The result then is multiplied by the number of points given to the cost section of the RFP.~~

Proposer agencies that wish to claim minority proposer preference must so indicate on the Affidavit of Fair Competition (Form 4). Total points for proposer agencies may be weighted by one hundred and five percent (105%) to allow for a five percent (5%) preference to a certified minority business under section 16.75(3m) of the Wisconsin Statutes.

2. SECTION 5.4 IS AMENDED TO READ AS FOLLOWS:

5.4 Evaluation Criteria

Each geographic area constitutes a competitive process. Proposer agencies for a geographic area are in competition with other proposer agencies for that same geographic area or consortium proposals for that same geographic area.

A maximum of ~~1,000~~ **800 points** will be available for each proposal. The maximum points are distributed among the proposal sections as follows:

<u>Proposal Section</u>	<u>Maximum Points</u>
Part 2, Section 1.1	100
Part 2, Section 1.7	100
Part 2, Section 1.19	200
Part 2, Section 1.3–1.6; 1.8-1.18 and 1.26	600
Total Points	1,000 800

- Forms required by this RFP are mandatory and are not scored.
- The Department will give all bona fide consortium proposals 100 points in Part 2, Section 1.1.
- The Department will give up to 100 points for any proposal demonstrating integrated services in the Job Center(s) in Part 2, Section 1.7, with the following:
 - Programs administered by County Social/Human Services, including Food Stamps and Medicaid and Child Care administration; and
 - The Workforce Investment Act Programs, including youth, adult and dislocated work programs administered by providers under the Workforce Development Boards; adult basic education administered by the Technical Colleges and vocational rehabilitation administered by the Department's Division of Vocational Rehabilitation.

- Proposer agencies that wish to claim minority proposer preference must so indicate on the Minority Business Preference form (Form 6) of this RFP. Total points for proposer agencies may be weighted by one hundred and five percent (105%) to allow for a five percent (5%) preference to a certified minority business under section 16.75(3m) of the Wisconsin Statutes.

As a procurement tool, the RFP process by design includes subjective elements. It is not a bid with specific pass/fail criteria for each and every contract provision. Nor is it an exam, where there are right and wrong answers to essay-type questions. Instead, proposers are asked to describe their qualifications and experience with this type of contract and their proposed plan for addressing the various elements of the contract. This approach allows each proposal to be evaluated on its combined strengths and weakness. The proposals are scored individually by the evaluators, and agreement among the evaluation team members is not required, i.e., this is not consensus scoring.

Any W-2 agency that is or has been under a Corrective Action Plan by the Department at any time between January 1, 2002 and the date the proposal is reviewed will have the Corrective Action Plan and the agency's followup reviewed as part of the RFP process.

3. PART TWO, SECTION 1.19 IS AMENDED TO READ AS FOLLOWS:

1.19 Cost Proposal

Summary:

Contract funding caps are established for each geographic area based on caseload information and available funding.

The contracts with W-2 agencies will be reimbursement-based up to the fixed price of the funding cap or the proposed cost by the selected proposer, ~~whichever is less.~~ *final allocation amount.*

Salaries and Compensation policies must be consistent with other Human/Social Service agencies in the geographic area. The Department may review for appropriateness.

W-2 Agencies must specify *its* ~~their~~ costs. ~~The cost must not exceed the amount identified as the Base Allocation for the geographic area in Appendix A of this RFP. Cost will be a factor in the awarding of points to determine the selected W-2 agency.~~

The allocation stipulations for the 2004-2005 W-2 and Related Programs Contract are contained in Appendix A of this RFP. ~~W-2 agencies are required to comply with the funding information.~~

Response Item:

- a) Provide your agency's planned budget by completing the Cost Proposal (Form 2) of this RFP.
- b) Provide a listing of staff positions funded by the W-2 and Related Programs contract. For each position identified, include the wage and annual salary for each along with the planned percentage (%) and annual amount to be funded by W-2 and Related Programs.
- c) Provide your agency's policies governing wage increases, individual bonus or incentive payments and severance payments.

4. THE COST PROPOSAL FORM IS AMENDED AS FOLLOWS:

Part Two, Section Three, Forms, the Cost Proposal form is amended to strike-through the following sentence above the budget grid:

~~Total must not exceed the Contract Total provided in Appendix A: Chart 1 for the geographic area(—~~

Cost Proposal Form (DWSD-13788-E)

END